## December 8, 1986

Note To: EA/ExDir

From: Subject: EA/DDA Special Memorial Ceremony

Ross,

Thanks for your note. I talked with Bill on Friday about the DCI MAG's recommendation for a special memorial ceremony to commemorate those employees who have given their lives in service to the Agency.

Bill knew several of the individuals personally. I could see in his face that he is still moved by those memories. He is in favor of a memorial to honor them.

However, having said that, he is not in favor of a large ceremony which, over time, becomes "uneven". He didn't want to see a ceremony that might one year be large (perhaps with 500 people attending, and involving the families of those who died), and another year might be small. Such ceremonies have a way of taking on a life of their own, eventually ending up with mandatory attendance by certain officers and pressure for each Directorate to have a good showing of attendance. In other words, he didn't want to see the ceremony eventually take precedence over those we were honoring.

I think Bill would be more in favor of a reverent memorial, perhaps with the DCI and a few senior officers placing a wreath (or a lantern, or lighting a candle) at the wall of honor. Perhaps the wreath might remain there for the week in which we observe Memorial Employees might be informed of the memorial by a letter from the DCI, and encouraged to stop there for a minute during the week to contemplate the dedication and sacrifice of these individuals. Bill recommended that we do this around Memorial Day, rather than the Agency birthday, since the latter is more typically upbeat in tone.

As a summary, Bill supports the idea of a memorial, but is less supportive of a major ceremony. Thanks again for asking,

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MEMORANDUM FOR:	Executive Director
THROUGH:	Executive Secretary
FROM:	Chairman, DCI/MAG
SUBJECT:	An Agency Memorial Ceremony

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- 1. The Awards Branch of the Office of Personnel recently asked the DCI MAG to review a suggestion that the Agency should hold an annual memorial ceremony to remember Agency employees who died in the line of duty. The DCI MAG thought this was an excellent idea and recommended that it be adopted. The Office of Personnel also approved the suggestion and agreed that the DCI MAG should go forward to you with our ideas on how this suggestion might be implemented.
- 2. The DCI MAG suggests that we have a ceremony either around Memorial Day or tied in with the annual celebration of the Agency's "birthday" in September. We envision a program in the lobby centered on the Memorial Stars which would include an invocation by an appropriate member of the local clergy, a speech by the DCI or DDCI and the placing of a wreath. Employees might be given tickets to attend -- especially younger employees -- and the ceremony could be recorded for other locations.
- 3. Our initial thought was that either Public Affairs or Protocol might be the most appropriate action office for this project since both have experience in handling such ceremonies. Alternatively, the DCI MAG is prepared to sponsor such an event with the cooperation of other elements of the Agency.
- 4. We recommend that you approve the adoption of this suggestion and determine which office should handle the project.

APPROVED:		
	Executive Director	
DISAPPROVED:		
	Executive Director	
Date:		-

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